

# Environmental, Social & Governance Policy

Patch Agency | eSpace | Patch Studio

**Policy Period:** 2025/26

**Next Review:** 2026/27

## **1.0 PURPOSE**

Patch Group is committed to operating responsibly, ethically and sustainably across all areas of its business.

This Environmental, Social and Governance (ESG) Policy outlines the principles, commitments and practices that guide decision-making across Patch Agency, eSpace and Patch Studio.

Our approach ensures that environmental stewardship, social responsibility and sound governance are embedded into the way the business operates. ESG considerations are integrated into day-to-day operations, strategic planning, supplier engagement and long-term business growth.

## **2.0 SCOPE**

This policy applies to all Patch Group operations, including:

- Patch Agency
- eSpace
- Patch Studio

This policy also applies to all employees, contractors, suppliers and business partners engaged by Patch Group.

## 3.0 ESG FRAMEWORK

Patch Group's ESG framework is structured around three core pillars:

### 3.1 ENVIRONMENTAL RESPONSIBILITY

Patch Group is committed to reducing its environmental footprint through practical, consistent and scalable operational practices.

#### Key Commitments

- Operate under a predominantly digital-first, paperless business model across Patch Agency, including contracts, proposals, reporting, invoicing and internal communications.
- Deliver all eSpace events without single-use plastic drinkware.
- Utilise reusable glassware as standard and replace plastic alternatives with paper straws.
- Use recycled paper products and environmentally conscious cleaning supplies throughout venue operations.
- Ensure 100% collection and recycling of eligible beverage containers through the Containers for Change program, with all proceeds donated to charity.
- Implement waste reduction initiatives across all operations, including office-wide recycling systems and composting of organic waste where practical.
- Prioritise energy-efficient lighting and equipment across all facilities.
- Promote responsible consumption through second-hand equipment purchasing, asset reuse and resale practices.
- Maintain reusable cups and drinkware as standard throughout office operations.
- Encourage low-impact commuting, including public transport use where practical.
- Seek opportunities to offset business travel emissions through environmental initiatives such as tree planting.
- Prioritise suppliers demonstrating sustainable business practices wherever feasible.

## 3.2 SOCIAL RESPONSIBILITY

Patch Group is committed to supporting the communities, industries and people it operates alongside.

### Key Commitments

- Prioritise local suppliers, venues, caterers, accommodation providers and service businesses across all operations.
- Seek opportunities to engage Indigenous-owned businesses through procurement and supplier selection processes.
- Provide internship, mentorship and employment pathway opportunities for students and emerging professionals.
- Donate studio access and in-kind creative services to support community, cultural and creative initiatives.
- Deliver pro bono professional services to not-for-profit and community organisations annually.
- Participate in community and charitable initiatives, including team-led activities and fundraising programs.
- Embed responsible business practices, sustainability principles and CSR values into staff onboarding and organisational culture.
- Contribute a minimum of 100 hours annually to community and industry initiatives.
- Publish an annual Corporate Social Responsibility Report outlining initiatives, outcomes and progress.

### **3.3 GOVERNANCE & ETHICAL BUSINESS PRACTICES**

Patch Group is committed to operating with transparency, accountability and integrity across all areas of the business.

#### **Key Commitments**

- Incorporate ESG considerations into significant business, procurement and supplier decisions.
- Ensure supplier selection aligns with environmental, social and ethical standards alongside commercial requirements.
- Maintain ethical, transparent and compliant business practices across all brands.
- Support fair compensation within the creative industry through appropriate licensing arrangements, including OneMusic Australia.
- Utilise secure cloud-based systems and digital infrastructure to support responsible data management and operational efficiency.
- Protect the privacy, security and confidentiality of client, employee and stakeholder information.
- Review governance practices regularly to ensure alignment with business growth, legislative requirements and evolving best practice.
- Review and update this policy annually.

## 4.0 MEASURABLE TARGETS FOR 2026/27

Patch Group is committed to continuous improvement through clearly defined and measurable ESG objectives.

### 4.1 ENVIRONMENTAL TARGETS

Target	Metric
Eliminate single-use plastic drinkware at eSpace	100% of events maintained
Maintain paperless operations at Patch Agency	95%+ digital-first operations
Beverage container recycling	100% of eligible containers collected and recycled
Containers for Change proceeds	100% donated to nominated charity partner

## 4.2 SOCIAL TARGETS

Target	Metric
Community and industry contribution	Minimum 100 hours annually
Charity and community initiatives	Minimum two structured initiatives annually
Pro bono professional services	Minimum one organisation supported annually
Internship and emerging talent programs	Two to three structured opportunities annually
Indigenous supplier engagement	Included within relevant procurement processes
Studio in-kind support	Minimum one annual community or creative initiative

## 4.3 GOVERNANCE TARGETS

Target	Metric
ESG-aligned supplier selection	Maintained across all operations
Annual CSR reporting	Published annually
ESG policy review	Completed annually by leadership

## 5.0 2025/26 PERFORMANCE AGAINST TARGETS

The following outcomes were achieved during the 2025/26 reporting period.

### 5.1 ENVIRONMENTAL PERFORMANCE

- ✓ 100% of eSpace events delivered without single-use plastic drinkware
- ✓ Predominantly paperless operations maintained across Patch Agency
- ✓ More than 1,000 beverage containers recycled through Containers for Change within the reporting period
- ✓ More than \$150 raised through Containers for Change and donated in full to All Breeds Canine Rescue Inc
- ✓ Second-hand equipment purchasing, asset reuse and energy-efficient lighting maintained across facilities

### 5.2 SOCIAL PERFORMANCE

- ✓ \$6,085 in pro bono marketing services donated to Brisbane Youth Service
- ✓ Professional marketing support contributed to more than \$2,900 in fundraising outcomes and 20+ donations for Brisbane Youth Service within the first month of campaign activity
- ✓ \$598 in Patch Studio hire donated to Screen It International Film Festival (SIIFF)
- ✓ Internship and mentorship opportunities provided to emerging professionals
- ✓ Local suppliers prioritised across operations
- ✓ Indigenous-owned supplier engagement maintained throughout procurement processes

### **5.3 GOVERNANCE PERFORMANCE**

- ✓ 100% of eSpace events delivered without single-use plastic drinkware
- ✓ Predominantly paperless operations maintained across Patch Agency
- ✓ More than 1,000 beverage containers recycled through Containers for Change within the reporting period
- ✓ More than \$150 raised through Containers for Change and donated in full to All Breeds Canine Rescue Inc
- ✓ Second-hand equipment purchasing, asset reuse and energy-efficient lighting maintained across facilities

Total direct financial and in-kind community contribution during the reporting period: \$6,833+

## **6.0 IMPLEMENTATION & RESPONSIBILITY**

### **6.1 LEADERSHIP**

Patch Group leadership is responsible for:

- Establishing ESG priorities and strategic objectives
- Approving ESG initiatives, partnerships and investments
- Reviewing ESG performance and reporting annually

### **6.2 TEAM MEMBERS**

All employees and contractors are responsible for:

- Supporting ESG initiatives within their area of responsibility
- Upholding responsible business practices
- Identifying opportunities for continuous improvement

### **6.3 ADMINISTRATION & COORDINATION**

Responsible for:

- Tracking ESG initiatives and outcomes throughout the year
- Maintaining ESG documentation and reporting
- Supporting the delivery of sustainability and community initiatives

## **7.0 MONITORING & REPORTING**

Patch Group monitors ESG performance through ongoing internal review and initiative tracking.

This includes:

- Monitoring environmental sustainability practices across all businesses
- Tracking community contributions, pro bono support and charitable giving
- Reviewing supplier alignment with ESG principles during procurement processes
- Measuring outcomes against annual ESG objectives

Patch Group publishes an annual Corporate Social Responsibility Report to communicate progress, outcomes and future commitments, providing transparent accountability to clients, partners and the broader community.

## **8.0 CONTINUOUS IMPROVEMENT**

Patch Group recognises that ESG is an evolving journey and is committed to ongoing improvement.

Areas of focus include:

- Continuously improving sustainability practices across all businesses
- Expanding pro bono and community contribution programs
- Measuring the downstream impact of community initiatives and donated professional services
- Strengthening supplier engagement and responsible procurement practices
- Increasing engagement with Indigenous-owned businesses and suppliers
- Enhancing the measurement and reporting of ESG outcomes to ensure genuine, evidence-based impact

## **9.0 APPROVAL**

This policy has been approved by Patch Group Leadership and is reviewed annually to ensure continued alignment with business operations, organisational growth and evolving ESG standards.